



# WELCOME ABOARD!



## NRSG COMMAND AFFILIATE RESOURCE GUIDE



# Table of Contents

	Page
<b><i>Congratulations from the Commander, NRSG Command</i></b> .....	3
<b><i>Welcome from the Command Master Chief</i></b> .....	4
<b><i>NRSG Command History</i></b> .....	5
<b><i>NRSG Command Contact Information</i></b> .....	6
<b><i>NRSG Command Vision</i></b> .....	7
<b><i>NRSG Command Organization</i></b> .....	8
• Command Structure	
• Reserve Cryptologic Areas and Units Assigned	
• Unit Geography	
<b><i>NRSGC Missions</i></b> .....	12
<b><i>Skill Sets and Rating Descriptions</i></b> .....	13
<b><i>Security Clearance and Access Policies</i></b> .....	20
<b><i>Drill Terms and Requirements</i></b> .....	21
<b><i>Annual Training Requirements</i></b> .....	22
<b><i>Direct Commission</i></b> .....	23
<b><i>Sponsoring Shipmates</i></b> .....	24
<b><i>Fair Winds and Following Seas</i></b> .....	26
• Retirement	
• High-Year Tenure	
• Transfer	
• Individual Ready Reserve	
<b><i>Reserve Benefits</i></b> .....	30
<b><i>Frequently Asked Questions</i></b> .....	32
<b><i>Naval Reserve Terms</i></b> .....	36

## Table of Contents (cont.)

	Page
<i>Useful Websites</i> .....	40
<i>Local Unit Addendum</i> .....	

## From the Commander

### ***Congratulations!***

Whether you are a new affiliate or an old salt, you are a valuable member of the Navy's finest in Information Security. As part of the Naval Reserve Security Group team, we are counting on you to help propel us into the 21<sup>st</sup> century.

This Naval Reserve Security Group Command Resource Guide has been prepared especially for you. This guide is full of useful and informative material about the Naval Reserve Security Group and includes other beneficial information that will be invaluable during your Naval Reserve career. It will assist you with the affiliation process and will also act as an excellent reference guide for our seasoned Sailors in the command.

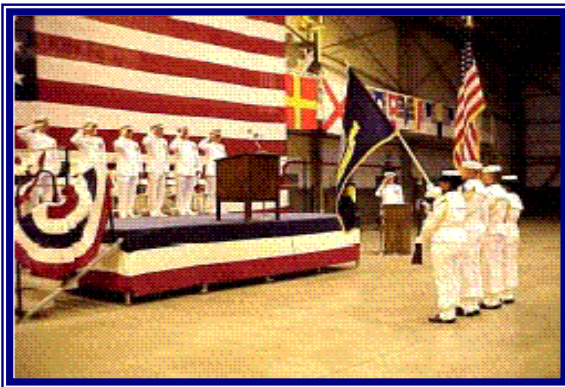
I am dedicated to maintaining a strong Naval Reserve Security Group presence within the Naval Security Group, the cryptologic community, and with our National customers. The support, dedication, and service you provide are paramount to the success and future of the Naval Reserve Security Group. Our achievement depends and is measured by the outstanding, numerous, and significant contributions of our Sailors to the mission and to our vision for the 21st century. We cannot defend the security of the United States alone, but together as a team we can excel and become a viable information force in the cryptologic community.

I look forward to welcoming you to the Naval Reserve Security Group, meeting you sometime during your career, and recognizing you for your outstanding contributions to the command.

***"Operating as a relevant force, we are dedicated to CNSG's direction and vision, and committed to remaining a full partner with NSG – continually reshaping our force to anticipate, rather than react to, changes occurring in the active component."***



### ***Welcome to the NRSNG Team!***



RADM James B. Plehal  
Commander,  
Naval Reserve Security Group Command

## From the Command Master Chief

### ***Welcome Shipmate!***

We are honored that you have elected to join the Naval Reserve Security Group Command, a dedicated group of Naval Reservists committed to excellence, as we partner with the Naval Security Group to provide top-notch support for our customers. As you begin your new career as a Naval Reservist, we trust that you will always enjoy smooth sailing. However, should you encounter "rough seas," please rest assured in the knowledge that your chain-of-command stands ready to provide any needed assistance. Likewise, I maintain a virtual "open door" and encourage you to contact me if you have issues and/or concerns that your local leadership cannot resolve. You can contact me via email at [cmc@nrsqc.cnrf.navy.mil](mailto:cmc@nrsqc.cnrf.navy.mil).

In addition to serving your fellow countrymen as a Naval Reservist, you will have the opportunity to experience the camaraderie so common in the military community. You will also have access to the military exchanges and commissaries and have the opportunity to travel during your Annual Training. Hopefully, you will also have fun along the way. Again, welcome aboard and best wishes for success!

***Let the journey continue!***



CTOCM Gary E. Adkins  
Command Master Chief



Full Time Support Conference - Summer 2000



# NRSG Command History

## ***The Beginning of the Naval Reserve Security Group***

The organization now known, as the Naval Reserve Security Group Command (NRSGC) was first formed by the Chief of Naval Operations (CNO) at the end of World War II. The Naval Reserve Security Group (NRSG) was created as a means of retaining the critical skills of cryptologists that had proven so valuable during the Battle of Midway, Coral Sea, and elsewhere.



## ***The Naval Reserve Security Group Today***

In the early 1990's and following the collapse of the Soviet Union, the focus of Naval Cryptology was redirected from global threats to regional challenges. In addition, a new Naval Security Group (NSG) Total Force Policy was formalized to integrate the NRSG with the NSG and to establish a single cohesive force. To more effectively manage and operate under this new orientation, the NRSG restructured in 1994 as a Program in the Naval Air Reserve Force. Three years later, in June 1998, the CNO established the NRSG as an Echelon-IV Command.

Today the NRSG conducts unique cryptologic missions to complement and augment the NSG. In addition, NRSG contributes cryptologic and information operations capabilities, both offensive and defensive, to the Information Warfare effort. The NRSG continues to grow, as emerging information technology, information operations, and the changing world order require an increasingly relevant and responsive total force multiplier, today and into the 21<sup>st</sup> century.





## **NRSG Command Contact Information**

Naval Reserve Security Group Command  
Naval Air Station/Joint Reserve Base  
1550 Halsey Avenue  
Fort Worth, Texas 76127-1550

**1-800-213-4418**

**1-718-782-5691**

**DSN 739-5691**

**Fax 1-800-268-3197**

**[www.nrsgc.cnrf.navy.mil](http://www.nrsgc.cnrf.navy.mil)**

**[recruiting@nrsgc.cnrf.navy.mil](mailto:recruiting@nrsgc.cnrf.navy.mil)**

*Recruiting is everyone's responsibility.  
Accept the challenge...  
be an ambassador to the Naval Reserve  
and recruit our future CTs!*

***Once a CT always a CT!***

# NRSG Command Vision

## ***Vision for the Future***

The NRSGC is an essential force in achieving maritime information dominance for America. In partnership with the NSG, the NRSG exploits, defends, and attacks information and information systems as a part of Naval, Joint, and combined operations in the U.S. Cryptologic system.

The vision of the NRSGC in the 21<sup>st</sup> century focuses on providing vital support to active forces. The NRSG Sailors serve side-by-side with active duty counterparts on a number of unique and specialized missions.

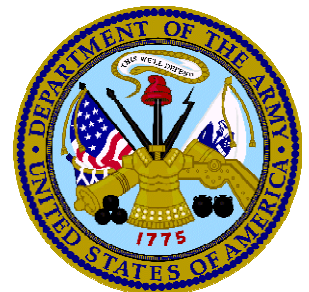


## ***Key goals of the NRSG Strategic Implementation Plan (SIP) 2001:***

1. Transform Naval Reserve Cryptologic professionals and processes to enable cryptologic Reserve assets to integrate into 21<sup>st</sup> century Naval, Joint and combined operations.
2. Expand NRSG capabilities, utilizing leading edge technologies.
3. Provide premier Maritime Cryptologic and Information Operations (IO) services in partnership with the NSG.
4. Build a responsive organizational structure, which allows NRSG to partner with sponsors and integrate with customers.

## ***NRSGC Values:***

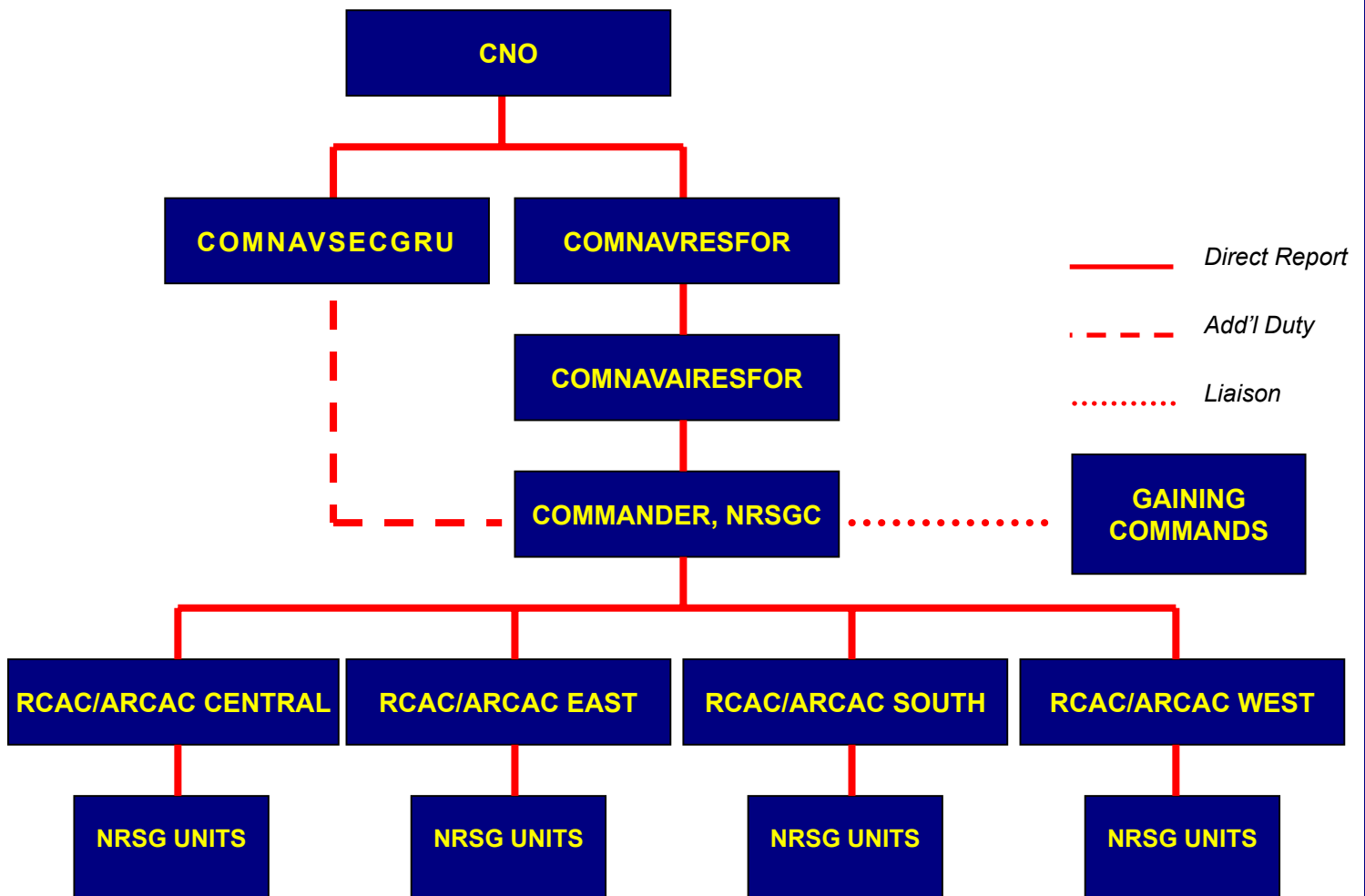
1. **PEOPLE:** *People are our number one asset.*
2. **STRENGTH:** *Diverse skills, personal commitment, and flexibility.*
3. **FOCUS:** *Recruit, retain, and train quality personnel.*
4. **RESPONSIBILITY:** *Support and defend the Constitution of the United States.*





# NRSG Command Organization

## NAVAL RESERVE SECURITY GROUP COMMAND COMMAND STRUCTURE



Commander, Naval Reserve Security Group (CNRSG) is a naval reserve Rear Admiral position, which reports to the Commander, Naval Air Reserve Force (CNARF), with additional duty to the active duty Commander, Naval Security Group (CNSG).

## NRSG Command Organization (cont.)

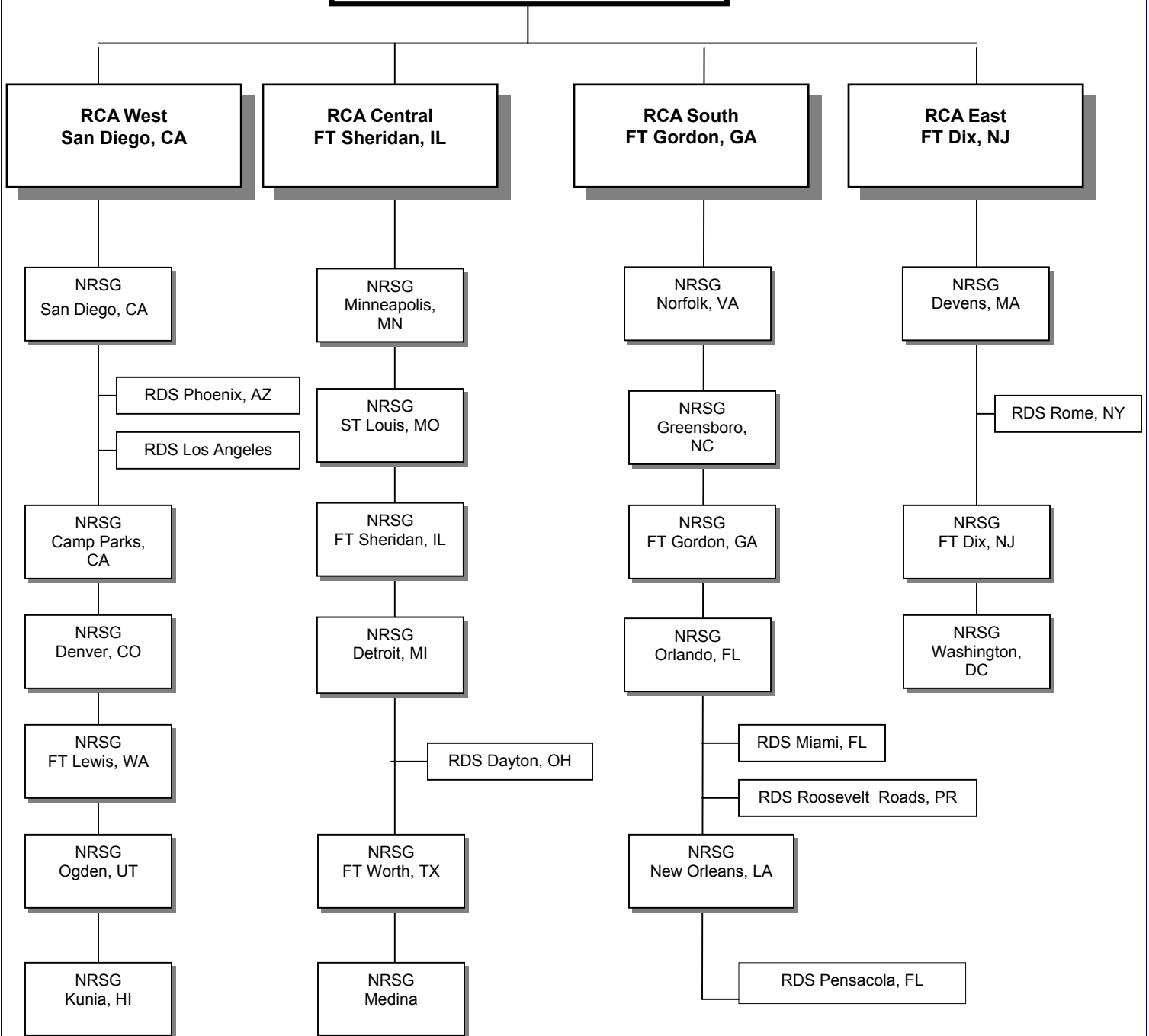
The CNRSG is backed by an active-duty staff of Cryptologic Officers, enlisted Cryptologic Technicians (CTs), and civilian personnel who reside at Naval Reserve Security Group Command (NRSGC) Headquarters onboard the Naval Air Station/Joint Reserve Base (NAS/JRB), Fort Worth, Texas.

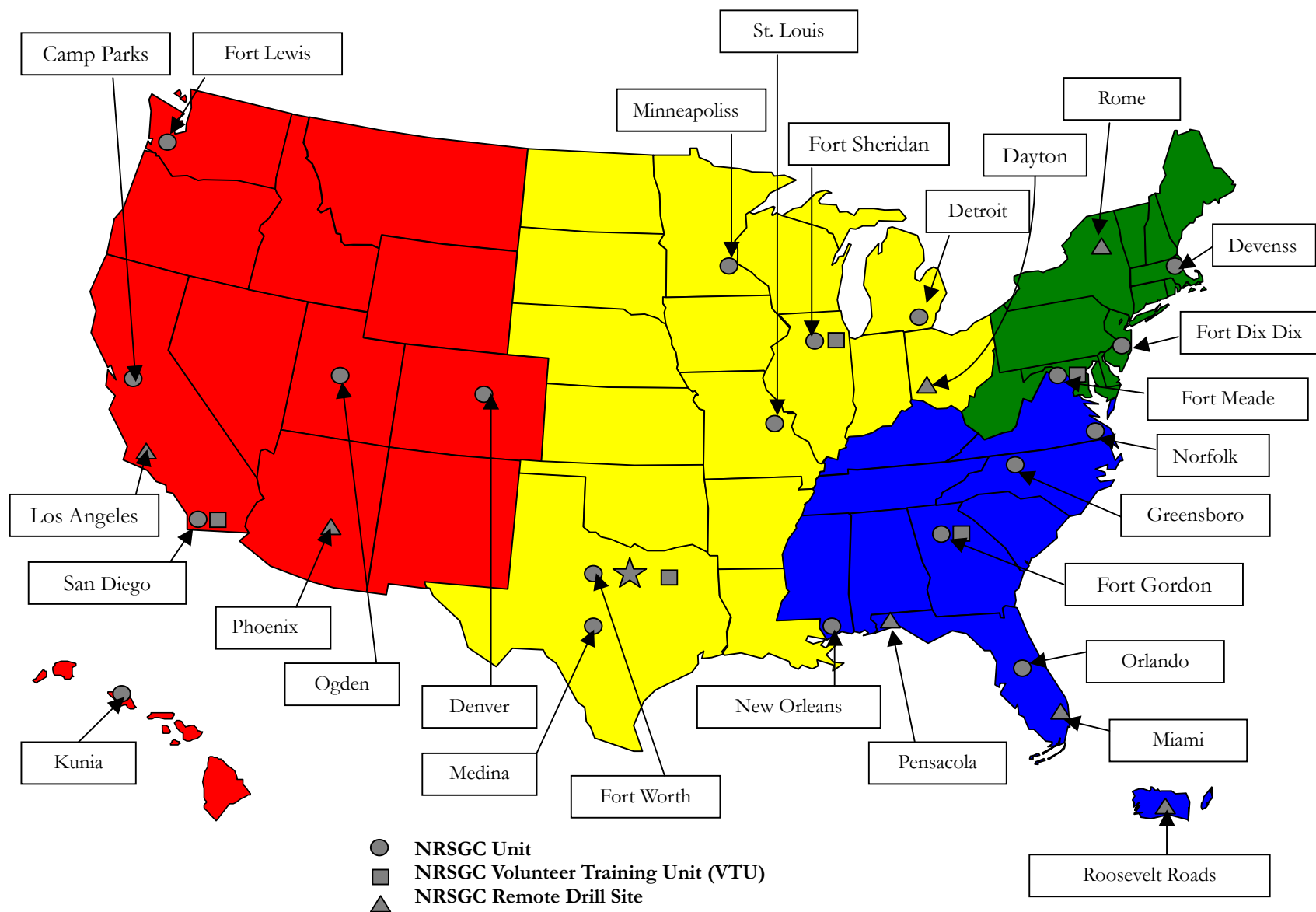
The NRSGC is supported by two additional key positions: 1) the NRSG Program Manager who serves on the staff of CNARF located in New Orleans, Louisiana; and, 2) the active duty Reserve Liaison Officer, N00R, who is attached to CNSG, Fort George G. Meade, Maryland. The NRSGC is divided into four regional *Reserve Cryptologic Areas* (RCA East, South, Central and West), each tasked with executing operational mission assignments, recruiting qualified personnel, training new and veteran Sailors, and providing administrative support to Command members. Each RCA is headed by a drilling reservist who serves as the Reserve Cryptologic Area Commander (RCAC), and is supported by an active duty staff. A Chief Warrant Officer (CWO) Cryptologist, generally heads the RCA staff as the Assistant RCAC (ARCAC), and manages a team of enlisted Cryptologic Technicians and civilian personnel.

Each regional RCA manages a number of NRSG Units and Remote Drill Sites strategically located throughout the continental US and Hawaii.

# Reserve Cryptologic Areas and Units Assigned

## COMNAVRESSECGRU NAS/JRB FT Worth, TX





# NRSGC Missions

The NRSG is a proactive organization that continues to grow in personnel strength, mission responsibilities, and technologic prowess. The command is constantly evolving to tackle the fast pace of signals intelligence and changes in communications technology worldwide. NRSGC Missions areas include:

- Information Operations (IO)
  - Signal Intelligence Support Package Development (SSP)
  - Information Assurance/Monitoring (I/AM)
  - Web Risk Assessment (WRA)
  - Computer Network Defense (CND)
  - Communications Security (COMSEC)
  - Computer to Computer Operations (C2C)
- High Frequency Collection
- Linguistic Training at Joint Language Training Center (JLTC)
- Naval War College Program Support
- Naval Post Graduate School Instruction
- National Cryptologic School (NCS) Curriculum Development
- Classic TETON Management



# CTA RATING DESCRIPTION

**The Cryptologic Technicians Administrative (CTA) branch performs technology-based administrative functions using software applications within a global information environment.**

This branch offers a career in the performance of personnel and physical security duties, manpower management functions, accountability of highly Sensitive Compartmented Information (SCI), Information Systems (IS) equipment and current software applications.

## What They Do:

*CTAs provide support to various customers:*

- ★ National Agencies
- ★ Joint Service Commands
- ★ Fleet Commands
- ★ Naval Security Group Activities
- ★ School Commands & Training Facilities

*The duties performed by CTAs include:*

- ★ Operating sophisticated Information Systems in an integrated software environment;
- ★ Evaluating, developing and implementing information workflow and file management procedures;
- ★ Executing global networking functions;
- ★ Operating secure communications devices;
- ★ Performing general administrative duties;
- ★ Performing personnel/physical security duties.

## Qualifications and Interests

Applicants should possess good technical skills, writing and typing skills and an interest in computers. Important qualifications for the CTA rating are above

average reading, writing, and personal communication skills; computer knowledge; manual dexterity; a good memory; and the ability to work as a team member.

## Working Environment.

Most CTAs perform their duties at shore stations in the United States and overseas. However, opportunities exist to perform duties afloat on board a variety of surface combatants. Work is normally performed with other CTAs, but personnel may work alone with little or no supervision.

## Opportunities

Along with learning teamwork, attention to detail, and leadership, CTAs also learn computer application and workflow management skills that transfer directly to the civilian job market. CTAs utilize word-processing, database, spreadsheet, and graphics development software to provide administrative support to mission objectives.

## Related Civilian Jobs

(Department of Labor, Dictionary of Occupational Titles, Fourth Edition 1991)

- ★ Computer Operator
- ★ Computer Peripheral Equipment Operator
- ★ Computer Programmer
- ★ Supervisor, Computer Operations
- ★ Database Administrator
- ★ Database Design Analyst
- ★ Systems Programmer
- ★ Administrative Assistant
- ★ Office Manager
- ★ Records Manager
- ★ Data Entry Clerk
- ★ Clerk-typist
- ★ Intelligence Specialist
- ★ Quality Assurance Analyst

## Career Path in the Selected Reserve

CTAs are typically assigned to one of several Naval Reserve Security Group units located throughout CONUS and Hawaii. There are also a limited number of billets assigned to non-Security Group activities. CTAs are given the opportunity to work with a wide variety of equipment and mission assignments in locations throughout the world. Advancement opportunities exist up to the E9 level.

## Eligibility

- ★ NAVET CTA who has maintained current rate-related skills.
- ★ OSVET with similar training.
- ★ NAVET (by cross-rating or RESCORE) who possesses requisite skills.

Applicants must be U.S. citizens and meet eligibility requirements for continuous access to sensitive compartmented information (SCI). Eligibility for a Top Secret (TS) clearance is determined by the results of a Single Scope Background Investigation (SSBI).

Note: Because CTAs require a TS/SCI clearance, there may be a delay in allowing complete access to all mission/training opportunities for those members who do not possess current security credentials.

Revised: 06/2001



# CTI RATING DESCRIPTION

**Cryptologic Technicians Interpretive (CTI) are the Navy's linguists. They specialize in analysis of foreign naval developments, radiotelephone communications, statistical studies and technical reports requiring knowledge of a foreign language.**

Language training is open to men and women in a variety of languages to include: Arabic, Russian, Spanish, Chinese, French, Korean, Vietnamese, Hebrew, Persian, and Tagalog, etc.

## What They Do:

*CTIs provide support to various customers:*

- ★ National Agencies
- ★ Joint Service Commands
- ★ Fleet Commands
- ★ Naval Security Group Activities
- ★ School Commands & Training Facilities

*The duties performed by CTIs include:*

- ★ Operating sophisticated state-of-the-art electronic radio receivers, magnetic recording devices, computer terminals and associated peripherals in the communications signals environment;
- ★ Operating sophisticated, computer-assisted information systems;
- ★ Translating, interpreting and transcribing foreign language communications data;
- ★ Analyzing and reporting highly technical information of strategic and tactical importance to fleet commanders and national intelligence agencies;
- ★ Performing temporary duty aboard a variety of naval surface vessels and aircraft.

## Qualifications and Interests

A Defense Language Aptitude Battery (DLAB) test must be taken at MEPS or at an alternative prearranged location; a minimum score of 95 is required. Based on a DLAB score of 95-99 and school quotas and requirements, students will be assigned to any of the following languages: Spanish, French, Hebrew, Persian-Farsi, Russian, Vietnamese and Tagalog. A DLAB score of 100 is required for an Arabic, Chinese and Korean language assignment.

*CTI-Native (CTI-N) Linguists*

Applicants must be native linguists who either learned a foreign language as a first language or grew up speaking a foreign language. In addition they must demonstrate proficiency (on the Defense Language Proficiency Test [DLPT]) in the following languages: Arabic, Tagalog, Vietnamese, Korean, Thai, Indonesian, Spanish, Chinese-Mandarin, Cambodian, Serbo-Croatian, Russian, French, Albanian, Persian-Farsi, Vietnamese, Hebrew, Kurdish, Portuguese, and Ukrainian. Minimum DLPT scores to qualify for CTI-N program: 2+ in reading; 2+ in listening in the native language. If a person reveals a proficiency in more than one language, additional DLPTs may be administered. CTI-N Linguists will normally bypass basic language training in their native language at the Defense Language Institute (DLI), Monterey, CA, and proceed directly to Phase II training. However, if the linguist is qualified for another language, they may be selected for training in that secondary language.

Among the most important qualifications are to possess an aptitude for foreign languages and above average writing and speaking skills. Normal hearing is required.

## Working Environment

CTIs may be assigned to shore stations, ships, and aircraft platforms.

## Opportunities

Placement opportunities are outstanding for qualified CTIs. A variety of opportunities exist for further language training and assignments to challenging and rewarding jobs.

## Related Civilian Jobs

(Department of Labor, Dictionary of Occupational Titles, Fourth Edition 1991)

- ★ Interpreter
- ★ Translator
- ★ Foreign Language Instructor

## Career Path after Recruit Training

Enlistees are trained in the fundamentals of this rating through extensive two-phase formal Navy schools. Phase I teaches the enlistees

specific foreign languages which are recognized by most universities, and for which credit can be obtained toward a degree. Phase II teaches the technical application of this linguistic skill. Additional credit toward a degree can be obtained in Phase II.

*Class "A" School Phase I:* DLI, Monterey, CA. Training Time: 25-63 weeks.

Comprehensive foreign language instruction. Training Methods: Individualized and group instruction.

*Class "A" School Phase II:* Goodfellow AFB, TX. Training Time: 4-19 weeks.

Technical skills training. Training Methods: Individualized and group instruction.

## Career Path in the Selected Reserve

CTIs are typically assigned to one of several Naval Reserve Security Group units located throughout CONUS and Hawaii. There are also a limited number of billets assigned to non-Security Group units. CTIs are given the opportunity to work on mission assignments in locations throughout the world. Advancement opportunities exist up to the E9 level.

## Eligibility

- ★ NAVET CTI who has maintained current rate-related skills.
- ★ OSVET with similar training.
- ★ NAVET (by cross-rating or RESCORE) who possesses requisite skills.
- ★ Eligible Advanced Pay Grade (APG) candidates.

The NRSGC National Language Coordinator will review all CTI applications. Applicants must be U.S. citizens and meet eligibility requirements for continuous access to sensitive compartmented information (SCI). Eligibility for a Top Secret (TS) clearance is determined by the results of a Single Scope Background Investigation (SSBI).

Note: Because CTIs require a TS/SCI clearance, there may be a delay in allowing complete access to all mission/training opportunities for those members who do not possess current security credentials. Revised: 06/2001

# CTM RATING DESCRIPTION

## The Cryptologic Technicians

**Maintenance – Advanced Electronics Field (CTM - AEF) branch specializes in advanced electronics; electronic, computer, and network system installations; configuration, diagnosis, and repair of state-of-the-art electronic, computer, and network hardware and software systems.**

### What They Do:

*CTM-AEF provide support to various customers:*

- ★ National Agencies
- ★ Joint Service Commands
- ★ Fleet Commands
- ★ Naval Security Group Activities
- ★ School Commands & Training Facilities

*The duties performed by CTM-AEFs include:*

- ★ Performing hardware and software isolation and repair of state-of-the-art electronic, network, and computer equipment and related systems using complex test and analysis equipment, diagnostic software, hand tools and technical publications;
- ★ Performing computer and electronic system hardware and software installation, configuration and modification;
- ★ Analyzing configuration and monitoring the operation of computer telecommunications and networking systems;
- ★ Repairing and calibrating a wide variety of precision electronic test equipment;
- ★ Performing information security and computer network defense functions for secure networks and communication systems;
- ★ Maintaining permanent fleet cryptologic and carry-on direct support systems required in special land, sea surface, and subsurface operations.

## Qualifications and Interests

CTM-AEFs must know advanced computer, network, and electronic system troubleshooting methods based on complicated technical concepts. They must be resourceful, logical, and possess an average degree of manual dexterity and be of exceptional character. Normal color perception and normal hearing are required.

### Working Environment

CTM-AEFs are assigned to equipment installation activities, electronic maintenance, and computer networking system departments and divisions. They may be assigned to either day or shift work in a large facility or one of the individual or two-person independent duty assignments at sea or ashore.

### Opportunities

The CTM-AEF rating is divided into three major career-training systems for both men and woman in the Selected Reserves:

- ★ Fleet cryptologic and direct support systems;
- ★ Signal collection and special project systems;
- ★ Information networking systems.

Duty assignments are determined by the CTM-AEF's qualifications, past duty history and available vacancies.

### Related Civilian Jobs

(Department of Labor, Dictionary of Occupational Titles, Fourth Edition 1991)

- ★ Data Communications Analyst
- ★ User Support Analyst
- ★ Computer Security Specialist
- ★ Computer Security Coordinator
- ★ Computer Systems Hardware Analyst
- ★ Microcomputer Support Specialist
- ★ Computer Operator
- ★ Electronic Equipment Repairer
- ★ Electronic Tester
- ★ Electrical Instrument Repairer

- ★ Central Office Repairer
- ★ Station Installer and Repairer
- ★ Automatic Equipment Technician
- ★ Equipment Installer
- ★ Data Communications Technician
- ★ Meteorological Equipment Repairer;
- ★ Electrician
- ★ Field Service Engineer

### Career Path in the Selected Reserve

CTMs are typically assigned to one of several Naval Reserve Security Group units located throughout CONUS and Hawaii. There are also a limited number of billets assigned to non-Security Group activities. CTMs are given the opportunity to work with a wide variety of equipment and mission assignments in locations throughout the world. Advancement opportunities exist up to the E9 level.

### Eligibility

- ★ NAVET CTM who has maintained current rate-related skills.
- ★ OSVET with similar training.
- ★ NAVET (by cross-rating or RESCORE) who possesses requisite skills.

Applicants must be U.S. citizens and meet eligibility requirements for continuous access to sensitive compartmented information (SCI). Eligibility for a Top Secret (TS) clearance is determined by the results of a Single Scope Background Investigation (SSBI).

Note: Because CTMs require a TS/SCI clearance, there may be a delay in allowing complete access to all mission/training opportunities for those members who do not possess current security credentials.

Revised: 06/2001

# CTO RATING DESCRIPTION

**Cryptologic Technicians Communication (CTO) operate telecommunications systems within the global communications spectrum. CTOs with advanced Automated Information Systems (AIS) networking and information management skills support the movement of huge volumes of data to operating forces ashore and afloat.**

New and exciting career opportunities await the select group of men & women who possess computer network technology skills gained through civilian or military training.

## What They Do:

*CTOs provide support to various customers:*

- ★ National Agencies
- ★ Joint Service Commands
- ★ Fleet Commands
- ★ Naval Security Group Activities
- ★ School Commands & Training Facilities

*The duties performed by CTOs include:*

- ★ Providing telecommunications support to the fleet (air, surface and shore);
- ★ Information processing using computer terminals observing all applicable security measures;
- ★ Administrative duties, which include maintaining files and updating communications publications via automated methods;
- ★ Controlling and operating communications systems and networks including satellite systems, network servers, patch panels, modems, routers, multiplexes and communications security devices;
- ★ Assuring signal quality and path integrity using test equipment such as protocol analyzers, distortion test sets, spectrum oscilloscopes and state-of-the-art signal analysis equipment.

## Qualifications and Interests

Applicants should possess good technical skills, writing and typing skills, interest in

computers and an aptitude for mathematics. Normal hearing is required.

## Working Environment

CTOs work in secure office environments operating and managing various computerized information processing systems and communications circuit control equipment. CTOs may be assigned to a communications watch team or work independently. They may also be assigned to aviation units. Shipboard assignments are available to males and females.

## Opportunities

Advanced training in automated data communications systems and network operations is available. CTOs are routinely assigned to system programming, system analysis and software support functions relating to information processing systems.

## Related Civilian Jobs

(Department of Labor, Dictionary of Occupational Titles, Fourth Edition (1991))

- ★ Communications Station Manager
- ★ Computer Operations Manager
- ★ Cryptographic Machine Operator
- ★ Telecommunicator
- ★ Communications Technician
- ★ Computer Operator
- ★ Data Communications Analyst
- ★ Data Communications Technician
- ★ Data Communications Supervisor

## Career Path in the Selected Reserve

CTOs are typically assigned to one of several Naval Reserve Security Group units located throughout CONUS and Hawaii. There are also a limited number of billets assigned to non-Security Group activities. CTOs are given the opportunity to work with a wide variety of equipment in mission assignments located throughout

the world. Advancement opportunities exist up to the E9 level.

Opportunities for CTO personnel within the Naval Reserve are limited. These billets are restricted to personnel who have System Administration and Network Administration experience, as evidenced by completion of training provided by the Navy or civilian industry.

## Eligibility

- ★ NAVET CTO who has maintained current rate-related skills.
- ★ OSVET with similar training.
- ★ NAVET (by cross-rating or RESCORE) who possesses requisite skills.

Applicants must be U.S. citizens and meet eligibility requirements for continuous access to sensitive compartmented information (SCI). Eligibility for a Top Secret (TS) clearance is determined by the results of a Single Scope Background Investigation (SSBI).

Note: Because CTOs require a TS/SCI clearance, there may be a delay in allowing complete access to all mission/training opportunities for those members who do not possess current security credentials.

Revised: 06/2001

# CTR RATING DESCRIPTION

**Cryptologic Technicians Collection (CTR) perform a variety of analytical duties utilizing sophisticated analytical equipment and software on Morse code and non-Morse communications signals.**

The CTR rating offers a career in signals collection, analysis, signals conversion, and intelligence gathering/analysis.

## What They Do:

*CTRs provide support to various customers:*

- ★ National Agencies
- ★ Joint Service Commands
- ★ Fleet Commands
- ★ Naval Security Group Activities
- ★ School Commands & Training Facilities

*The duties performed by CTRs include:*

- ★ Providing in-depth analysis on a variety of complex digital communications signals using sophisticated analytical equipment and state-of-the-art computer technology to provide critical intelligence information;
- ★ Providing analysis and technical guidance;
- ★ Performing computer programmer/analyst duties, installing software and incorporating software changes, providing database administrator services, executing computer network/system administrator duties, implementing system security practices and day-to-day networking operations;
- ★ Operating sophisticated state-of-the-art strategic and tactical signals collection and analysis systems;
- ★ Locating ships, aircraft and submarines using sophisticated direction finding technology;
- ★ Originating technical reports and briefs for operational commanders both ashore and afloat.

## Qualifications and Interests

CTRs must be familiar with a variety of computer systems, signals collection/analysis/conversion equipment and highly sophisticated analytical software tools. They must be resourceful

and have analytical, problem-solving and mathematical thinking skills.

## Working Environment

CTRs are routinely assigned to sensitive compartmented information facilities (SCIF) at numerous domestic and overseas shore activities, aboard ship, and on aircraft. They may be assigned to work independently or in teams.

## Opportunities

The CTR rating encompasses skill requirements ranging from communication monitoring activities and operation of sophisticated devices, to computer programming, network/database management and Information Operations. Many reserve CT mission assignments require the diverse analytical and problem-solving skills of the CTR.

## Related Civilian Jobs

(Department of Labor, Dictionary of Occupational Titles, Fourth Edition 1991)

- ★ Computer Programmer
- ★ Programmer Analyst
- ★ Systems Programmer
- ★ Systems Analyst
- ★ Computer Network Control Operator
- ★ User Support Analyst Supervisor
- ★ Computer Security Coordinator
- ★ Computer Security Specialist
- ★ Data Base Administrator
- ★ Microcomputer Support Specialist
- ★ Intelligence Specialist
- ★ Adult Education Teacher
- ★ Technical Publications Writer
- ★ Training Representative
- ★ Computer Operations Manager
- ★ Radio Officer
- ★ Radiotelegraphic Operator
- ★ Radio-Intelligence Operator
- ★ Electronic Intelligence Operation Specialist
- ★ Cryptographic-Machine Operator
- ★ Intelligence Clerk

## Career Path in the Selected Reserve

CTRs are typically assigned to several Naval Reserve Security Group units located throughout CONUS and Hawaii. There are also a limited number of billets assigned to non-Security Group activities.

CTRs are given the opportunity to work with a wide variety of equipment and mission assignments in locations throughout the world. Advancement opportunities exist up to the E9 level.

## Eligibility

- ★ NAVET CTR who has maintained current rate-related skills.
- ★ OSVET with similar training.
- ★ NAVET (by cross-rating or RESCORE) who possesses requisite skills.

Applicants must be U.S. citizens and meet eligibility requirements for continuous access to sensitive compartmented information (SCI). Eligibility for a Top Secret (TS) clearance is determined by the results of a Single Scope Background Investigation (SSBI).

Note: Because CTRs require a TS/SCI clearance, there may be a delay in allowing complete access to all mission/training opportunities for those members who do not possess current security credentials.

Revised: 06/2001

# CTT RATING DESCRIPTION

**Cryptologic Technicians Technical (CTT) perform a variety of specialized duties associated with processing of airborne, shipborne and land-based radar systems and associated signals. Operate Electronic Intelligence (ELINT) receiving, direction finding, recording and related computer equipment, sophisticated state-of-the-art radar equipment, magnetic or digital recording devices, analysis terminals and associated peripheral equipment.**

CTTs perform a variety of duties associated with computer equipment and non-Morse communications systems.

## What They Do:

*CTTs provide support to various customers:*

- ★ National Agencies
- ★ Joint Service Commands
- ★ Fleet Commands
- ★ Naval Security Group Activities
- ★ School Commands & Training Facilities

*The duties performed by CTTs include:*

- ★ Operate sophisticated, state-of-the-art equipment for the collection of airborne, shipborne and land-based radar signals;
- ★ Apply analytical knowledge and techniques in the formation of technical reports and briefs for operations departments at shore support facilities in continental United States and Hawaii;
- ★ Perform duties as an ELINT computer operator/programmer and local area network (LAN) administrator to monitor and provide system interface with a computerized global ELINT network;
- ★ Create and maintain technical databases, files and technical documents associated with prescribed duties;
- ★ Routinely work with highly classified and technical material in support of national security.

## Qualifications and Interests

The CTT rating requires above average speaking and writing skills, an aptitude for

mathematics and analysis, and manual dexterity for operating equipment.

## Working Environment

CTT functions are performed primarily at shore activities, aboard ships, and aircraft.

## Opportunities

Opportunities within the CTT rating consist of three major career-training systems for both men and women in the Selected Reserves:

- ★ Collection
- ★ Analysis
- ★ Special project assignments

Duty assignments are determined by CTT qualifications, past duty history and available vacancies.

## Related Civilian Jobs

(Department of Labor, Dictionary of Occupational Titles, Fourth Edition 1991)

- ★ Systems Analyst
- ★ Electronic Data Processing
- ★ Software Engineer
- ★ Computer Programmer
- ★ Programmer Analyst
- ★ Systems Programmer
- ★ Network Control Operator
- ★ User Support Analyst Supervisor
- ★ Computer Systems Hardware Analyst
- ★ Quality Assurance Analyst
- ★ Computer Security Specialist
- ★ Database Administrator
- ★ Database Design Analyst
- ★ Microcomputer Support Specialist
- ★ Computer Operations
- ★ Radio Officer
- ★ Radiotelegraphic Operator
- ★ Radio-Intelligence Operator
- ★ Electronic Intelligence Ops Specialist
- ★ Cryptographic-Machine Operator
- ★ Telegraphic Typewriter Operator
- ★ Computer Operations
- ★ Computer Peripheral Equipment Operator
- ★ Airborne Sensor Specialist

## Career Path in the Selected Reserve

CTTs are typically assigned to one of several Naval Reserve Security Group units located throughout CONUS and Hawaii. There are also a limited number

of billets assigned to non-Security Group activities. CTTs are given the opportunity to operate a wide variety of collection and analysis equipment and computers in locations throughout the world. Advancement opportunities exist up to the E9 level.

## Eligibility

- ★ NAVET CTT who has maintained current rate-related skills.
- ★ OSVET with similar training.
- ★ NAVET (by cross-rating or RESCORE) who possesses requisite skills.

Applicants must be U.S. citizens and meet eligibility requirements for continuous access to sensitive compartmented information (SCI). Eligibility for a Top Secret (TS) clearance is determined by the results of a Single Scope Background Investigation (SSBI).

Note: Because CTTs require a TS/SCI clearance, there may be a delay in allowing complete access to all mission/training opportunities for those members who do not possess current security credentials.

Revised: 06/2001



# EW RATING DESCRIPTION

**Electronic Warfare Technicians (EW) operate, repair and conduct preventive maintenance on computer-controlled electronic equipment used to: detect, analyze, and identify radar emissions; and to deceive and jam enemy electronic sensors. EWs also evaluate weapon and detection system capabilities and limitations.**

EWs perform a variety of analytical duties associated with electronic signals to determine source and location utilizing computer databases.

## What They Do:

*EWs provide support to various customers:*

- ★ National Agencies
- ★ Joint Service Commands
- ★ Fleet Commands
- ★ Naval Security Group Activities
- ★ School Commands & Training Facilities

*The duties performed by EWs include:*

- ★ Operating and repairing electronic detection/deception systems;
- ★ Evaluating intercepted radar emissions, using computer databases to determine whether the emissions originate from land based, surface ship, or airborne platforms;
- ★ Plotting intercepted signals to determine effective defensive maneuvers in case of attack;
- ★ Tracking surface and airborne targets;
- ★ Defending platforms against inbound threats including anti-ship missiles.

## Qualifications and Interest

Applicants need to possess a good working knowledge of mathematics, proficiency with computer database and spreadsheet development, above average problem solving and analytic skills, manual dexterity, a good memory, and the ability to work as a team member. Normal color

perception, sight, hearing, and speech are required.

## Working Environment

EWs work primarily aboard ship, ashore in Mobile Inshore Undersea Warfare Commands (MIUWs), and at various shore activities.

## Opportunities

Opportunities within the EW rating consist of three major career-training paths for both men and women in the Selected Reserves:

- ★ Electronic Intelligence (ELINT) Collection and Analysis
- ★ Electronic Maintenance and Repair
- ★ Special Project Assignments

## Related Civilian Jobs

(Dept of Labor, Dictionary of Occupational Titles, Fourth Edition 1991)

- ★ Electronic Intelligence Operations Specialist
- ★ Electronic Repairman
- ★ Microwave Operator
- ★ Computer Operator
- ★ Computer Peripheral Equipment Operator
- ★ Electronics Technician
- ★ Intelligence Specialist
- ★ Supervisor Computer Operations
- ★ Database Design Analyst

## Career Path in the Selected Reserve

EWs have the opportunity to be assigned to ship augmentation units, MIUW units, Afloat Training Group (ATG), Fleet Information Warfare Center (FIWC) units, Naval Reserve Security Group units and Naval Space Command located throughout CONUS and Hawaii. EWs are given the opportunity to operate collection and analysis equipment in locations throughout

the world. Advancement opportunities exist up to the E9 level.

## Eligibility

- ★ NAVET EW who has maintained current rate-related skills.
- ★ OSVET with similar training.
- ★ NAVET (by cross-rating or RESCORE) who possesses requisite skills.

Applicants must be U.S. citizens and meet eligibility requirements for continuous access to sensitive compartmented information (SCI). Eligibility for a Top Secret (TS) clearance is determined by the results of a Single Scope Background Investigation (SSBI).

Note: Because EWs require a TS/SCI clearance, there may be a delay in allowing complete access to all mission/training opportunities for those members who do not possess current security credentials.

Programs are in place to facilitate conversion of EW to the CTT rating in the Naval Reserve by FY 2004. Currently EWs may fill a Reserve CTT billet if security clearance requirements are met.

Revised: 06/2001



## Security Clearance and Access Policies

All Naval Reserve Cryptologic personnel assigned to the NRSGC require a Top Secret/Sensitive Compartmented Information (TS/SCI) clearance for routine access to SCI data. Access to all NRSG mission/training opportunities can be delayed for members who do not possess current security credentials, particularly those who have been off active duty for extended periods of time.

### ***Clearance Status***

A TS/SCI clearance may be obtained via your unit Special Security Officer (SSO) within 30-60 days of affiliation with the NRSG, if you previously held a TS/SCI access and your break in service is less than or equal to 24 months. Granting clearance may be delayed more than 60 days if the Single Scope Background Investigation (SSBI) date is near expiration or has expired. If this is the case, a SSBI-PR (Periodic Reinvestigation) five-year update submission will be required prior to awarding a clearance. TS/SCI access will be forwarded to the unit once a correct SSBI-PR is received by the NRSGC SSO, located at RCA East.

If TS/SCI access was never held by a member or there is a break in service in excess of 24 months, an INITIAL SSBI must be submitted via the unit SSO. Processing of the SSBI by the Office of Personnel Management (OPM) and adjudication by the Department of Navy Central Adjudication Facility (DONCAF) may take 12 months or more.

Members updating an SSBI with a PR, whether at affiliation or mid-career will be required to submit the SSBI-PR via your unit SSO. The new Electronic Personnel Security Questionnaire (EPSQ) update form can be downloaded from [www.dss.mil](http://www.dss.mil), [www.bupers.navy.mil](http://www.bupers.navy.mil) or [www.nrsgc.cnrf.navy.mil](http://www.nrsgc.cnrf.navy.mil). This form must be completed, validated, printed, and signed before forwarding. The unit SSO will require the signed original as well as the soft copy to process the PR update.

# Drill Terms and Requirements

## ***Drill Terms***

IDT	Inactive Duty Training
IDTT	Inactive Duty Training -Travel
RS	Rescheduled Drill
ATP	Additional Training Period (CTI personnel)
RMP	Reserve Management Period (Management personnel)
NP	Non-Pay Drill
AA	Authorized Absence
UA	Unauthorized Absence

## ***Requirements***

You are obligated to perform 48 drill periods (Inactive Duty Training/Inactive Duty Training –Travel) each year as specified in your enlistment and enlistment extension contracts. One drill period consists of a four-hour block of time devoted to unit mission operations, training, or administration. Reservists typically complete 4 four-hour drill periods during a two-day drill weekend.

Inactive Duty Training (IDT) – Authorized training performed by a member of a Reserve Component (weekend drills) at the designated permanent drill site.

Inactive Duty Training – Travel (IDTT) – Authorized training performed by a member of a Reserve Component with travel orders (away from the permanent drill site).

Rescheduled Drill (RS) – IDT drill periods that must be scheduled prior to the regular drill period and need to be approved by the unit chain of command.

Additional Training Period (ATP) – Authorized 12 additional IDT/IDTT drills per fiscal year for all CTI personnel completing language training. A maximum of two drills per day may be performed.

Reserve Management Period (RMP) – Authorizations made by Commander, Naval Air Reserve Force each fiscal year for the following command management positions: CO/SEA/GLCO/MM/RSEA/RCAC/DRCAC/National Staff. Authorized RMP's are contingent upon availability of funds. A maximum of one drill per day may be performed and cannot be performed on the same day as a regularly scheduled drill.

Non-Pay (NP) Drill – Authorized for all personnel, but must be scheduled prior to execution. Points are awarded and credited each anniversary year. A maximum total of 90 points are allowed per year, to include all performed drills, documented correspondence courses, and gratuity points.

A missed drill period may be either an authorized absence approved prior to the regularly scheduled drill (AA), or an unauthorized absence (UA). A member may be subject to administrative action, including discharged from the NRSGC if 9 or more UA's (9 four-hour drill periods) are incurred in any given consecutive 12-month period. Administrative discharge from the active reserve force may preclude a member from transferring to the Inactive Ready Reserve (IRR).

# Annual Training Requirements

## ***Annual Training/Additional Duty for Training***

Annual Training (AT) – Active duty performed annually (generally 12-24 days per year).

Additional Duty for Training (ADT) – Full time duty designed to train Naval Reservists in their career fields, support special projects sanctioned to the command, increase readiness in the event of mobilization, and provide Fleet support. ADT includes military school attendance, special projects, military conferences, and participation in training exercises.



## ***Requirements***

AT/ADT opportunities are advertised through messages from Commander, Naval Reserve Force, Commander, Naval Air Reserve Force, Commander Naval Security Group and NRSG Management. You are advised to review the unit read boards for AT opportunity messages and visit individual command websites for additional opportunities. As a reservist you are required to perform your Fiscal Year (FY) AT with your assigned mobilization site. ATs not performed within your assigned mobilization mission must be approved by your Commanding Officer (CO) with a recommendation from the Mission Manager (MM).

You may perform more than 12 days AT/ADT, as approved by your unit CO and senior authorities up the chain-of-command. Support for special exercises, contributory mission support, and special projects are examples for which reservists may perform additional days of AT.

Naval Reserve Security Group personnel are required to request AT/ADT orders using the AT application request via the unit chain-of-command. Once approval has been granted at the unit level, the unit Full Time Support (FTS) will forward the AT application up the chain-of-command. Orders will be issued usually before your AT start date. FTS personnel will arrange to have orders delivered to you when circumstances require AT/ADT departure before a normally scheduled drill weekend.

You may also volunteer for special duty assignments in addition to your regular AT. ADT days may be utilized for this. Permission must be granted from your chain-of-command. A combination of AT/ADT days may be used to fulfill your annual training anniversary year requirement.



## Direct Commission

The NRSGC has a very successful history of selecting candidates to the Direct Commissioned Officer (DCO) program, as guided by OPNAVINST 1120.3. The selection process is very competitive and guided principally by available DCO billets awarded annually by Commander, Naval Reserve Force.

In order to be considered for this program, candidates must meet stringent screening requirements. Upon selection, candidates are required to execute an Acceptance and Oath of Office and a Ready Reserve Agreement, prior to receiving orders to a Selected Reserve (SELRES) billet. Officers commissioned under the direct appointment program are required to attend the indoctrination school in Pensacola, Florida, within one year of commissioning.

### ***How the Process Works***

The NRSGC selection board meets annually to review DCO candidate packages, which have been submitted by Recruiters via the Naval Reserve Recruiting Command (NRRC). Submissions are presented to the board and judged for skills and experience relevant to the needs of the Navy and the NRSG.

Strong candidates routinely possess education and/or experience in one or more of the following areas: military intelligence or cryptologic analysis, linguistics, electronics, physics, computer science, mathematics, engineering, information systems, political science, geography, economics, business management, and international affairs. Proposed selections are submitted for approval by Congress, and final results are reported out within four to six weeks of selection.

### ***DCO CANDIDATE MINIMUM REQUIREMENTS:***

- ★ US Citizenship.
- ★ Baccalaureate or higher degree from a regionally or nationally accredited college or university.
  - Applicants are eligible for the DCO program only upon presenting a baccalaureate degree certificate, or a letter from the attended college or university, stating that all degree requirements have been met.
  - Prior to submission of the application, graduates of a non-accredited or foreign institution must have their degrees certified by an international consulting firm. COMNAVCRUITCOM will require a written statement that favorably compares the degree and curricula from the non-accredited/foreign institution with a degree granted by accredited colleges and universities in the U.S.
- ★ At least 19, but less than 35 years of age, at time of appointment.
  - Candidates are advised not to initiate applications after reaching age 34. Insufficient time will remain to conduct lengthy background investigations required for the Cryptologic specialty.
- ★ Physically qualify per standards contained in chapter 15 of the Manual of the Medical Department.
- ★ Successfully complete a SSBI.

## Sponsoring Shipmates

The NRSGC requires that all NRSG units maintain a sponsorship program to welcome aboard and assist new members who are affiliating with the unit. Key steps toward retaining Sailors are to provide a good first impression and to ensure expectations are managed while needs of the Navy are met. Routine occurrences the experienced veteran may take for granted may appear critically unimportant to the new affiliate. Sponsorship programs help new members meet unit colleagues and management, confirm drill locations and schedules, understand unit operating procedures, obtain berthing assignments, and clothing allowances, etc. to name just a few.

A strong sponsorship program acts as a first step towards retention. The completeness and success of this program is critical as it demonstrates NRSG's commitment to our Sailors and focuses on building a cohesive, productive and well-trained force.

### ***As a New Affiliate Sponsor:***

1. You are responsible for helping your affiliate get acquainted with unit personnel, policy, and procedures (i.e. drill schedules, missions, security access, recall information, berthing, and messing, etc.).
2. You are requested to assist your affiliate in removing obstacles to retention and in resolving difficulties.
3. You are required to establish and maintain communications with your affiliate during drill and non-drill periods, for at least 90-days following affiliation.

### ***As a New Affiliate:***

1. You will be provided a sponsor to assist you with the check-in process.
2. Your sponsor is your "lifeline" to the unit and your resource from which you may request assistance and clarification in answering questions you may have about the affiliation process.
3. You must maintain communications with your sponsor to help aid a smooth and productive introduction to your new affiliation and/or unit assignment.

***We look forward to having you  
as a Shipmate and member  
of our NRSG Team!***

## Sponsoring Shipmates (cont.)

### NAVAL RESERVE SECURITY GROUP

#### Check-in List

#### *Welcome to the Naval Reserve Security Group!*

This check-in list is designed to direct you through the various divisions/departments within your newly assigned unit.

#### Command Member

#### Date/initial

- |  |       |
|--|-------|
| 1. CO/XO Interview   | _____ |
| 2. Unit Senior Enlisted Advisor (SEA)  | _____ |
| 3. Information Systems Security Manager (ISSM)/<br>Information Systems Security Assistant (ISSA) | _____ |
| 4. Special Security Representative (SSR)   | _____ |
| 5. FTS Staff (Name tag, e-mail account, travel card, etc.)                                       | _____ |
| 6. Administrative Officer/Chief  | _____ |
| 7. Operations Officer/Chief  | _____ |
| 8. Training Officer/Chief  | _____ |
| 9. Physical Readiness Test (PRT) Coordinator   | _____ |
| 10. AT/ADT/IDTT/ADSW Coordinator   | _____ |
| 11. Unit Career Counselor  | _____ |
| 12. Reserve Services Coordinator   | _____ |
| 13. Berthing Coordinator   | _____ |

***WELCOME ABOARD!***



# Fair Winds and Following Seas

## Completing Your Naval Reserve Service

### *Retirement*

As a member of the Naval Reserve, you may qualify for retirement by completing the following:

- Earn a minimum of 50 retirement points each anniversary year (with a maximum of 90 inactive drill points).
- Complete 20 years of qualifying service.
- Perform the last six years of service as a member of a reserve component.
- Be 60 years of age.

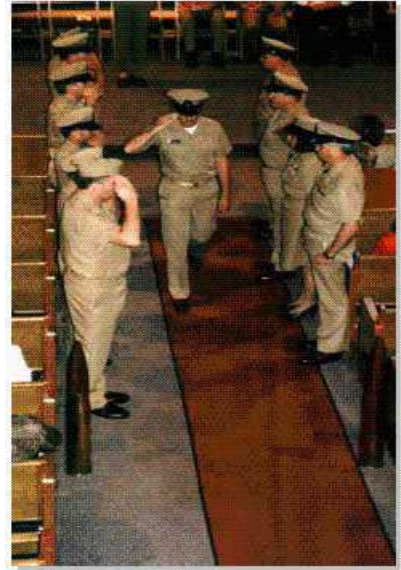
Upon completion of 20 qualifying years of service, (earning the minimum number of retirement points), you will be required to elect one of two retirement options:

1. Continue accruing retirement points through drilling in an active status, performing AT/ADT, and completing correspondence courses. The greater the number of retirement points earned, the higher the multiple from which your retirement pay is calculated and hence, the greater your retirement income.
2. Transfer to the IRR. You will still receive retirement pay at age 60, the monthly retirement income will be less than that earned via option one.

In order for drills, correspondence courses, AT/ADT, and other retirement points to be counted toward qualifying service, you must verify all documentation for accuracy and completeness.

A qualifying year of service requires documentation of a minimum of 50 points earned. Approximately five to six months after your anniversary date the Commanding Officer, Naval Reserve Personnel Center (NRPC) will send you an Annual Retirement Point Record (ARPR). It is your responsibility to review the ARPR and ensure your documentation is accurate and recorded properly. Missing or inaccurate records could cost you and your family money in your retirement.

If your ARPR is found to be short even one point, the entire year is lost when determining your years of qualifying service. However, these points are retained on your record to be used later in computing retirement pay when you complete the minimum qualifying years and achieve eligibility. Because retirement point errors are difficult and time consuming to correct, it is extremely important for you to verify your ARPR for accuracy. Contact your personnel representative if you find any retirement errors that need correcting. The NRPC toll-free number is 1-800-535-2699.



## Fair Winds and Following Seas (cont.)

IF YOU FIRST JOIN ANY MILITARY COMPONENT:	MONTHLY RETIRED PAY BASED ON:	ANNUALLY INCREASED BY COLA EQUAL TO:
BEFORE 8 SEPT 80  RETIRE UNDER 10 USC 12731, 8911, 8914 (Note)	$\left( \text{YEARS OF SERVICE} \right) \times \left( 2.5\% \right) \left[ \text{UP TO MAX 75\%} \right] \times \left( \text{BASIC PAY IN EFFECT WHEN RETIRED PAY STARTS} \right) = \text{MONTHLY RETIRED PAY}$	ANNUAL CHANGE IN CONSUMER PRICE INDEX (CPI)
ON OR AFTER 8 SEPT 80  RETIRE UNDER 10 USC 12731, 8911, 8914	$\left( \text{YEARS OF SERVICE} \right) \times \left( 2.5\% \right) \left[ \text{UP TO MAX 75\%} \right] \times \left( \text{AVERAGE OF HIGHEST 36 MONTHS OF BASIC PAY} \right) = \text{MONTHLY RETIRED PAY}$ <p>GUARD/RESERVE WHO SEPARATE BEFORE AGE 60 HAS HIGH 36 PEGGED AT TIME OF SEPARATION GUARD/RESERVE WHO TRANSFER TO RET RES UNTIL AGE 60 HAS HIGH 36 COMPUTED AT AGE 60</p>	ANNUAL CHANGE IN CONSUMER PRICE INDEX (CPI)
1 AUG 86 AND AFTER  RETIRE UNDER 10 USC 8911, 8914 Applies only to members accepting 15 year career status bonus	$\left( \text{YEARS OF SERVICE} \right) \times \left( 2.5\% \right) \left[ \begin{array}{l} \text{MAX 75\% INITIALLY} \\ \text{REDUCED 1\% PER} \\ \text{YEAR SHORT OF 30;} \\ \text{RESTORED} \\ \text{PERMANENTLY AT} \\ \text{AGE 62} \end{array} \right] \times \left( \text{AVERAGE OF HIGHEST 36 MONTHS OF BASIC PAY} \right) = \text{MONTHLY RETIRED PAY}$	ANNUAL CHANGE IN CPI LESS ONE PERCENTAGE POINT WITH ONE TIME CATCH UP ADJUSTMENT AT AGE 62
RETIRE UNDER 10 USC 12731	$\left\{ \begin{array}{c} \text{GUARD} \\ \text{\&} \\ \text{RESERVE} \end{array} \right\} \frac{\text{RETIREMENT POINTS}}{360} = \text{YEAR OF SERVICE}$	

NOTE: 10 USC 12731 - GUARD AND RESERVE AGE 60 RETIREMENT ANNUITY DELAYED UNTIL AGE 60  
 10 USC 8911 - ACTIVE DUTY RETIREMENT (OFFICER'S - REGULAR, GUARD, RESERVE)  
 10 USC 8914 - ACTIVE DUTY RETIREMENT (ENLISTED - REGULAR, GUARD, RESERVE) } IMMEDIATE ANNUITY

***Check the Naval Air Reserve Force website  
for an online retirement calculator!***

## Fair Winds and Following Seas (cont.)

### ***High-Year Tenure***

High-year tenure (HYT) service limits are based on the number of years a member has been in a particular pay grade in conjunction with the member's total military service time. The Navy recognizes the need for retaining its talent pool and experience of senior Sailors and encourages Sailors to continue supporting the Navy as it moves into the 21<sup>st</sup> century. Because sailors are being persuading to ***stay Navy***, an adjustment to the enlisted HYT service has been implemented. The following list reflects the Naval Reserve HYT standards:

HYT standards:

Paygrade	Current Limit
E-3	12 years
E-4	14 years
E-5	22 years
E-6	24 years
E-7	26 years *
E-8	28 years *
E-9	30 years *

\* A HYT waiver requests will be considered.

### ***Individual Ready Reserve***

The Inactive Ready Reserve (IRR) is a program that allows reservists to continue their reserve affiliation in a non-pay status (in order to work toward retirement benefits) without requiring participation in monthly drills or AT. Under public law, IRR members are subject to recall to active duty. Categories of Ready Reserve include the following:

- S-1 (Active)- Members of the Stand-By Reserve (active) who are subject to recall to active duty at a lower priority than the IRR.
- S-2 (Inactive)- Members of the Stand-By Reserve not required by law to remain in an active program, but have skills required for mobilization. (NOTE: Personnel in this status are not eligible to earn retirement point credit).

Further information on electing to join the IRR is provided on the NRPC website (<http://www.nrpcweb.nola.navy.mil/Index.htm>).

## Fair Winds and Following Seas (cont.)

### *Transfer*

The NRSGC support many NRSG units (and remote drill sites) throughout the U.S., including Hawaii. If you are relocating for personal or business reasons and wish to remain an active member in good standing in the NRSG, be sure to speak with your unit leadership and check the NRSG website ([www.nrsgc.cnrf.navy.mil](http://www.nrsgc.cnrf.navy.mil)) to identify the NRSG unit closest to your new location. Chances are you will find a new unit with which to affiliate.

Before transferring, notify your present unit CO, FTS, and administrative department. Also inform the FTS on the unit to which you plan to relocate. If your transfer is going to be lengthy, make sure your drills for the moving month have been completed and documented. A successful transfer will more likely occur if you take the initiative and time to plan ahead. When you arrive to the new area, contact the local NRSG unit FTS. Once you have affiliated with your new unit, request assistance with the transfer of your service and medical records from your previous unit.



## Reserve Benefits

### ***Advancement in Rate and Earning Power***

There are excellent opportunities for advancement in the Naval Reserve. Similar to the active duty advancement process, E4 through E6 personnel participate in a semi-annual written professional examination designed to assess and reward technical expertise and professionalism within each functional rating. A selection board process determines E7 through E9 CT advancements, and Cryptologic officers are identified for promotion by National Selection Boards. With every advancement and promotion comes greater earning power and the opportunity to increase retirement benefits for the future.



### ***Serviceman's Group Life Insurance***

Servicemen's Group Life Insurance (SGLI) provides group term life insurance for a relatively low monthly fee. You may elect to supplement other personal insurance coverage with SGLI coverage. SGLI will require you to identify your beneficiary(s) and keep your policy updated regularly. When death occurs, SGLI will be paid to the designated beneficiaries. Since SGLI is term insurance, it does not have cash or loan values and it does not pay dividends. More information on SGLI can be found at the Veterans Benefits and Services Life Insurance Program website at <http://www.insurance.va.gov/index.htm>.

### ***Montgomery GI Bill***

Montgomery GI Bill – This program provides SELRES with financial assistance to pursue educational degree and certificate programs, flight training, apprenticeship/on-the-job training and correspondence courses. Reservists who enlist, reenlist, or extend in the reserves for a period of six years are eligible for Montgomery GI Bill benefits. The Bill requires no contribution and can provide financial assistance to eligible reservists attending VA approved schools. Reservists have 10 years after becoming eligible to use their GI Bill benefits. Additional information about the Montgomery GI Bill can be found at <http://www.gibill.va.gov/>.

### ***Base Exchanges***

Reservists and their dependents are entitled to unlimited use of base exchanges, where merchandise may be purchased at significant savings compared to the same or similar merchandise offered at public retail stores.



### ***Commissary Privileges***

Reservists are authorized 24 visits to military commissaries per year, and unlimited visits while on AT/ADT. Commissary savings rank, along with medical care, at the top of the military's most valued items of non-pay compensation. Items are sold at reduced pricing with no sales tax. Commissary purchases offer reservists considerable savings.

## **Reserve Benefits (cont.)**

### ***Limited Use of Base Facilities***

Benefits for drilling Reservists also include access to military clothing stores, craft shops, open messing facilities, gas stations, theatres, gymnasiums and sports facilities, swimming pools, golf courses, and transient billeting such as BEQ/BOQs, Navy Lodges, and Military operated resort hotels.

### ***Medical Benefits***

As a reservist you are authorized medical and dental care for periods of IDT/IDTT and AT/ADT during which you incur or aggravate an injury, illness, or disease in the line of duty. Dental coverage is also offered, for a relatively small monthly fee, to reservists as a regular plan. The plan is offered to reservists and their families providing year-round coverage.

### ***Retirement***

Reservists completing 20 years of qualifying service are eligible for retirement benefits. See the Fair Winds and Following Seas section for details.

### ***Reserve Component-Survivor Benefit Plan***

The Reserve Component-Survivor Benefit Plan (RCSBP) is a program administered by the Department of Defense (DoD) that allows service members to leave a portion of their future Naval Reserve retirement pay as a monthly survivor annuity to a designated beneficiary (s). The RCSBP offers three important options to reservists:

1. To decline making an election until reaching the age of 60 when they become eligible to receive retired pay and participate in the Survivor Benefit Plan (SBP)
2. To elect coverage for annuities to begin upon the reserve member's death or upon the date the member would become age 60, whichever is later
3. To elect coverage for annuities to begin upon the reserve member's death, regardless of age when death occurs.

Reservists who elect either option 2 or 3, at less than the maximum level of coverage, must obtain written authorization from the spouse. If the retired reservist dies without selecting a RCSBP plan, the surviving spouse may not receive any of the retirement pay. See a benefits counselor for specific questions.

More information is available about the RCSBP at [http://www.nrpcweb.nola.navy.mil/reserve\\_component.htm](http://www.nrpcweb.nola.navy.mil/reserve_component.htm). Please read this information carefully and discuss it with your family.



## Frequently Asked Questions

### ***Who do I contact if I can't make my scheduled drills?***

**A:** If you anticipate missing a scheduled drill period, you must contact your direct supervisor, Leading Petty Officer (LPO), Chief, SEA, or other designated individual prior to the start of the drill period. Also, inform your FTS, as directed.

### ***Who do I contact if I'm going to be late or miss muster?***

**A:** If you expect to be late for drill, contact your chain of command as soon as possible before the end of the drill period.

### ***When and how do I get paid?***

**A:** Your pay will be directly deposited to a savings or checking account specified by you. Pay usually is deposited in your account about two weeks after your drill weekend.

### ***Who do I call regarding pay issues?***

**A:** Your FTS or unit RESFIRST Petty Officer can assist you with notifying the appropriate contacts who can help to resolve pay issues. You are also advised to inform your LPO and SEA of pay issues.

### ***Can I participate in more than one mission area?***

**A:** Yes. Naval Reserve Security Group personnel can participate in more than one mission area as approved by their unit Commanding Officer, and other approving authorities in the chain of command.

### ***Where does the Naval Air Reserve Center fit into my Chain and what are they responsible for?***

**A:** Naval Air Reserve Centers are subordinate commands under the Naval Air Reserve Force and provide administrative support to individual reserve units. They are responsible for providing support to NRSGC units in areas of medical, personnel records, pay, AT/ADT/IDT processing, and general military training. Additionally, they provide support for messing in cases where members travel in excess of fifty miles to their assigned drill site and berthing.

### ***What are my drilling obligations each year?***

**A:** You are obligated to perform 48 drill periods each year as specified in your enlistment contract and enlistment extension contract. One drill period consists of a four-hour block of time devoted to unit mission, operations, or training. Reservists typically complete four 4-hour drill periods during a two-day drill weekend.

### ***Can I perform more than 12 days AT?***

**A:** Yes. You may perform more than 12 days AT, dictated by available funding and as approved by your unit Commanding Officer and approving authorities in the NRSGC Chain of Command. Support for special exercises or contributory mission support are examples in which individuals may perform additional days of AT.



## Frequently Asked Questions (cont.)

### ***Can I volunteer for special duty assignments in addition to my AT?***

**A:** Yes. You may volunteer for special duty assignments in addition to regular AT. However, the member's unit Commanding Officer must approve any additional duty assignments.

### ***How do I find out about AT/ADT opportunities?***

**A:** AT/ADT opportunities are advertised through messages from Commander, Naval Reserve Force, Commander, Naval Air Reserve Force, NRSG managers, including our Command mission managers. You are advised to review the unit read boards and visit individual command websites for news about AT/ADT opportunities.

### ***How and when do I get orders to go on AT?***

**A:** Naval Reserve Security Group personnel are required to request AT orders through the unit Chain of Command. Once approval has been granted at the unit level, the unit FTS personnel will initiate a formal request up the Chain of Command. Orders will be provided to you during normal drill weekends. FTS personnel will arrange to have orders delivered to you when circumstances require AT departure before a normally scheduled drill weekend.

### ***When are advancement exams given in the Reserves?***

**A:** E4 through E-6 advancement exams are administered bi-annually in the months of February and August. E-7 exams are administered annually in February.

### ***When will I get my clearance?***

**A:** How quickly you receive security clearance authorization will depend upon your security status. If you never held Top Secret/SCI access or have a break in service in excess of 24 months, you must submit an INITIAL Single Scope Background Investigation (SSBI) to request the national security clearance required to work with NRSGC. SSBI may require 12 months or more processing by Office of Personnel Management and adjudication by Department of Navy Central Adjudication Facility (DONCAF).

If your break in military service is less than or equal to 24 months, and you previously held Top Secret/SCI access, and have a current SSBI, obtaining security clearance authorization may occur in as little as 30-60 days from date of affiliation. Every 5 years you are required to submit a SSBI-PR (periodic review). Authorization to indoctrinate for TS/SCI access will be forwarded to your unit once a correct SSBI-PR submission is received by ARCAC EAST.

### ***How do I get my initial uniform issue and what do I do when I need new uniforms? Do I receive a uniform allowance in the reserves?***

**A:** A partial uniform clothing issue is given to sailors who have been discharged from active duty more than 90 days and sailors enlisted in an advanced paygrade. Additional uniform clothing will be issued when your AT assignments last more than 30 days or you have been recalled to active duty. Uniform allowance payments for E-7s and above are automatic and are included in the monthly paycheck while in a drill status. For Reservists below E-7, certain items of clothing issued will be replaced at government expense, if the uniform items are turned in item-for-item at the time of replacement. Visit your Supply Department for guidelines.

## Frequently Asked Questions (cont.)

### ***Can I use base facilities such as the gym, anytime, whether or not I'm on duty/drilling?***

**A:** Yes. You may utilize the theatre, gym, exchange and other base facilities at anytime, not otherwise precluded by base policy. Your Reserve Identification Card will be required for verification.

### ***Does the Navy pay for my berthing and meals at the drill site?***

**A:** During your drill weekend you are allowed to eat at the local messing facility. If you travel 50 miles or more to your drill site, then you are authorized to request berthing in your drill area. Your Supply Department at the Reserve Center can inform you of the proper procedures for requesting berthing and messing during drill.

### ***How do I get correspondence courses, classified and unclassified?***

**A:** Contact your local Education Services Officer to receive or order unclassified correspondence courses. Completed course answer sheets may be turned into your unit Training Officer for grading. Classified courses can be ordered through your unit Training Officer. Be sure to request all course completions be documented in your service record and unit training record.

### ***Do I have commissary/exchange privileges?***

**A:** Reservists and their family members are authorized unlimited use of military exchanges and are authorized 24 visits per calendar year to military commissaries. A commissary card is issued to you to track your visits to the commissary. While on Annual Training, Reservists and their family members receive unlimited access to the commissary, when providing an identification card and a copy of official orders.

### ***Are programs available leading to a Naval Reserve commission?***

**A:** Yes. The NRSGC does appoint new officers under the Direct Commissioned Officer (DCO) program per OPNAVINST 1120.3. Candidate selection packages are submitted through reserve officer recruiters via the Naval Reserve Recruiting Command (NRRC). Visit the NRSGC recruiting website [www.nrsgc.cnrf.navy.mil](http://www.nrsgc.cnrf.navy.mil) for important DCO information. The Chief Warrant Officer (CWO) program is an enlisted-to-officer program that does not require a college education. The CWO commissioning program information can be found on the BUPERS website.



### ***What happens if a change in civilian employment requires relocation?***

**A:** If you are planning to relocate due to personal or business reasons, notify your present unit CO and administrative department of your anticipated change. Request your current CO assist you in notifying your new CO. Ask your unit to submit a Billet Action Request (BAR) prior to your departure. After relocating to your new area, contact the local NRSG for affiliation guidance before the scheduled drill weekend. Your new unit can request the transfer of your records from your old unit.

### ***Are Reservists subject to recall?***

**A:** Yes. In the event of a National crisis situation or war, reservists can be recalled to active duty. Refer to your Mobilization Handbook for important details about mobilization.

## Frequently Asked Questions (cont.)

### ***What if I cannot perform my Annual Training (AT) one year?***

**A:** A waiver may be requested to be excused from performing AT in a given fiscal year. Each AT waiver request is considered on a case-by-case basis. Requests must be submitted via your chain of command no later than 30 June.

### ***What is a RS drill?***

**A:** A RS (Reschedule) is a change of drill periods for personal reasons or for needs of the Navy RS drills are paid drills with no limits as to the number rescheduled during the fiscal year.

### ***Can Reservists deduct Reserve duty costs from their income tax?***

**A:** Yes. Some reserve expenses are considered tax deductible because Reserve duty is treated as a second job. Certain expenses such as uniform costs, dry cleaning, mileage, and telephone expenses associated with the performance of your duties are a few of the deductions allowed.

### ***Are Reservists eligible for retirement pay?***

**A:** Yes. Reservists are eligible for retirement after completing 20 qualifying years of service. Retirement pay becomes available at age 60.

### ***Where can I find Reserve policy and guidance information?***

**A:** The following instructions will assist you:

- COMNAVRESFORINST 5450.43A – Mission and Function of NRSGC and Organization of the NRSG
- BUPERSINST 1001.39C - Administrative Procedures for Naval Reservists on Inactive Duty
- COMNAVRESFORINST 1001.5C - Administrative Procedures for SELRES and Participating Members of the IRR
- COMNAVAIRESFORINST 1500.5E – Commander, Naval Air Reserve Force Aviation Master Training Manual

### ***How do I figure my retirement pay?***

**A:** Your retirement pay is calculated based upon your total (career) accrued performance points. Points are accrued annual performance, for such activities as IDT/IDTT drills and annual training, completed correspondence courses, and any active duty performed, such as regular active duty, Active Duty for Special Work (ADSW), and recalls. The formula used to calculate your retirement pay is based upon total accrued points divided by 360, multiplied by 2.5%, which equals your benefit multiplier. The benefit multiplier is then multiplied by a base pay factor. Your retirement pay has a cost of living increase component that is based upon the consumer price index (CPI). Check the CNARF Retirement Calculator at: <http://www.navres.navy.mil/navresfor/navair/>.

### ***When do I receive my Annual Retirement Point Record and what does it tell me?***

**A:** Your annual point statement is delivered to you each year on the anniversary of your entry into the Reserves. The annual point statement will tell you the number of drills performed, number of annual training days performed, correspondence courses completed, and any other completed requirements that count for points toward the calculation of your retirement benefit multiplier.

## Frequently Asked Questions (cont.)

***What do I need to do to earn/maintain a good year that qualifies for retirement pay?***

**A:** To be eligible for retirement benefits, a reservist must complete 20 qualifying years of service. A qualifying year for retirement requires that you earn a minimum of 50 points from various sources. Drill points are earned at a rate of 1 point per four-hour IDT/IDTT drill period or 1 point per one AT/ADT day. Additional points may be earned by recalls, ADSW, non-pay drills and completion of correspondence courses.

## Naval Reserve Terms

<b>AA</b>	-----	Authorized Absence
<b>ABSC</b>	-----	Active Billet Sequence Code (on RUAD)
<b>ADSW</b>	-----	Active Duty for Special Work (does not include Annual Training (AT))
<b>ADT</b>	-----	Additional Duty Training (does not include AT)
<b>AIS</b>	-----	Automated Information Systems
<b>ANEC</b>	-----	Active NEC required for billet (on RUAD)
<b>ANOB</b>	-----	Active NOBC required for billet (on RUAD)
<b>APC</b>	-----	Activity Process Code (on RUAD)
<b>APG</b>	-----	Advanced Pay Grade
<b>ARATE</b>	-----	Actual Rate of billet (on RUAD)
<b>ARCAC</b>	-----	Assistant Reserve Cryptologic Area Commander – active duty (CWO)
<b>ARISC</b>	-----	Army Reserve Intelligence Support Center
<b>ASEA</b>	-----	Active Senior Enlisted Advisor – active duty Sailor assigned to each RCAC Advisor to active duty RCA staff & regional FTS
<b>AT</b>	-----	Annual Training – 12 -24 active duty days at Gaining Command
<b>AUIC</b>	-----	Active Unit Identification Code - The identification code the member will be assigned in the event of mobilization (on RUAD)
<b>BAR</b>	-----	Billet Action Request
<b>BAQ</b>	-----	Basic Allowance for Quarters
<b>BMR</b>	-----	Basic Military Requirements
<b>BRIT</b>	-----	Basic Reserve Intelligence Training
<b>BSC</b>	-----	Billet Sequence Code
<b>BUPERS</b>	-----	Bureau of Naval Personnel
<b>CANTRAC</b>	-----	Catalog of Navy Training Courses
<b>CBQ</b>	-----	Combined Bachelor Quarters
<b>CBT</b>	-----	Computer Based Training
<b>CMC</b>	-----	Command Master Chief
<b>CNARF</b>	-----	Commander, Naval Air Reserve Force (COMNAVAIRESFOR)
<b>CNO</b>	-----	Chief of Naval Operations
<b>CNRF</b>	-----	Commander, Naval Reserve Force (COMNAVRESFOR)
<b>CNRIC</b>	-----	Commander, Naval Reserve Intelligence Command (COMNAVRESINTCOM)
<b>CNRRC</b>	-----	Commander, Naval Reserve Recruiting Command (COMNAVRESCUITCOM)
<b>CNRSG</b>	-----	Commander, Naval Reserve Security Group (COMNAVRESSECGRU)
<b>CNSG</b>	-----	Commander, Naval Security Group (COMNAVSECGRU)
<b>CO</b>	-----	Commanding Officer
<b>COMSEC</b>	-----	Communications Security
<b>CPO</b>	-----	Chief Petty Officer
<b>CR-I</b>	-----	Crisis Response–Immediate (NRSG members whose assignment requires 100% training readiness in peacetime conditions).
<b>CR-D</b>	-----	Crisis Response-Delayed (NRSG members whose mission assignment within the Total Force Strategy must maintain a training readiness not lower than training readiness level three (T-3)).
<b>CWO</b>	-----	Chief Warrant Officer



## Naval Reserve Terms (cont.)

<b>DDS</b>	-----	Direct Deposit System
<b>DCS</b>	-----	Defense Courier Service
<b>DFAS</b>	-----	Defense Finance Accounting Service
<b>DIA</b>	-----	Defense Intelligence Agency
<b>DIRCOM</b>	-----	Direct Commission
<b>DONCAF</b>	-----	Department of the Navy Adjudication Facility
<b>DOR</b>	-----	Date of Rank/Rate
<b>Drill</b>	-----	Unit of time prescribed to accomplish training; normally 4 hours in length. Maximum of 2 per day
<b>EO</b>	-----	Equal Opportunity (Navy Program)
<b>EOS</b>	-----	Expiration of Service
<b>ESO</b>	-----	Educational Services Office
<b>FITREP</b>	-----	Fitness Report
<b>FIWC</b>	-----	Fleet Information Warfare Center
<b>FLPP</b>	-----	Foreign Language Proficiency Pay
<b>FTS</b>	-----	Full Time Support – Each unit is supported by one or more active duty CTAs who provide full time support to the reserve unit.
<b>FYRP</b>	-----	Fiscal Year Resource Plan
<b>GCLO</b>	-----	Gaining Command Liaison Officer
<b>GENSER</b>	-----	General Service (data or information)
<b>GMT</b>	-----	General Military Training
<b>GNT</b>	-----	General Navy Training
<b>GTR</b>	-----	Government Transportation Request
<b>HQ</b>	-----	Headquarters (usually refers to NRSGC at NAS/JRB, FT Worth, TX)
<b>HYT</b>	-----	High-Year Tenure
<b>IAP</b>	-----	In Assignment Processing
<b>IDT</b>	-----	Inactive Duty Training
<b>IDTT</b>	-----	Inactive Duty Training-Travel
<b>IO</b>	-----	Information Operations
<b>IT</b>	-----	Information Technology
<b>IRAD</b>	-----	Individual Readiness Assessment Designator (on RUAD)
<b>IRATE</b>	-----	Rate of individual filling the billet (on RUAD)
<b>IRR</b>	-----	Individual Ready Reserve
<b>ITP</b>	-----	Individual Training Plan
<b>JCMA</b>	-----	Joint COMSEC Monitoring Authority
<b>JIC</b>	-----	Joint Intelligence Center
<b>JLTC</b>	-----	Joint Language Training Center, Ogden, UT
<b>JRB</b>	-----	Joint Reserve Base
<b>LDO</b>	-----	Limited Duty Officer
<b>LPO</b>	-----	Leading Petty Officer

## Naval Reserve Terms (cont.)

<b>MCIC</b>	-----	Maritime Cryptologic Integration Center
<b>MM</b>	-----	Mission Manager
<b>MOB</b>	-----	Mobilization
<b>MOB Site</b>	-----	Mobilization Site
<b>MOS</b>	-----	Military Occupational Specialty
<b>NAF</b>	-----	Naval Air Facility
<b>NARCEN</b>	-----	Naval Air Reserve Center (NAVAIRESCEN)
<b>NAS</b>	-----	Naval Air Station
<b>NAVAIRRES</b>	-----	Naval Air Reserve
<b>NAVET</b>	-----	Navy Veteran
<b>NAVRES</b>	-----	Naval Reserve
<b>NEC</b>	-----	Naval Enlisted Classification (Code)
<b>NIWA</b>	-----	Naval Information Warfare Activity
<b>NMIO</b>	-----	National Maritime Intelligence Office
<b>NMCI</b>	-----	Navy and Marine Corps Internet
<b>NOBC</b>	-----	Naval Officer Billet Classification (Code)
<b>NOE</b>	-----	Notice of Eligibility
<b>NPGS</b>	-----	Naval Post Graduate School
<b>NPQ</b>	-----	Not Physically Qualified
<b>NRA</b>	-----	Naval Reserve Activity
<b>NRDP</b>	-----	Naval Reserve Drill Pay Report
<b>NRF</b>	-----	Naval Reserve Force
<b>NRR</b>	-----	Naval Rights and Responsibilities (repeated every 4 years)
<b>NRQQ</b>	-----	Naval Reserve Qualification Questionnaire (for enlisted personnel)
<b>NRSGC</b>	-----	Naval Reserve Security Group Command
<b>NSA/CSS</b>	-----	National Security Agency/Central Security Service, FT. Meade, MD
<b>NSGA</b>	-----	Naval Security Group Activity
<b>NSIPS</b>	-----	Navy Standard Integrated Personnel System (RESFIRST replacement)
<b>ONI</b>	-----	Office of Naval Intelligence
<b>OPNAV</b>	-----	Office of the Chief of Naval Operations
<b>OPSEC</b>	-----	Operational Security
<b>OSVET</b>	-----	Other Service Veteran
<b>OQQ</b>	-----	Officer Qualifications Questionnaire
<b>PBFT</b>	-----	Planning Board for Training
<b>PM</b>	-----	Program Manager
<b>POM</b>	-----	Plan of the Month
<b>PFA</b>	-----	Physical Fitness Assessment (old PRT)
<b>PRT</b>	-----	Physical Readiness Test
<b>PSD</b>	-----	Personnel Support Detachment (PERSUPPDET)
<b>QAV</b>	-----	Quality Assist Visit
<b>QIV</b>	-----	Quality Improvement Visit
<b>RBSC</b>	-----	Reserve Billet Sequence Code (on RUAD)
<b>RCA</b>	-----	Reserve Cryptologic Area (East, South, Central and West)

## Naval Reserve Terms (cont.)

<b>RCAC</b>	-----	Reserve Cryptologic Area Commander
<b>RDS</b>	-----	Remote Drill Site
<b>RESPAY</b>	-----	Reserve Pay
<b>RFA</b>	-----	Reserve Forces Advisor (located at NSA, FT Meade, MD)
<b>RLC</b>	-----	Reserve Language Coordinator (SELRES CTI-brancher – one for each RCAC)
<b>RIAC</b>	-----	Reserve Intelligence Area Commander
<b>RIPO</b>	-----	Reserve Intelligence Program Officer – active duty
<b>RS (Resked)</b>	-----	Rescheduled drill – No limit per year and all are paid.
<b>RSEA</b>	-----	Reserve Senior Enlisted Advisor (SELRES – assigned to each RCAC)
<b>RSTARS</b>	-----	Reserve Standard Training Administration and Readiness Support
<b>RTB</b>	-----	Reserve Transition Benefits
<b>RUAD</b>	-----	Reserve Unit Assignment Document
<b>RUIC</b>	-----	Reserve Unit Identification Code (5 digit number assigned to each unit)
<b>SSBI</b>	-----	Single Scope Background Investigation
<b>SSBI-PR</b>	-----	Single Scope Background Investigation – Periodic Review (required every 5 years)
<b>SCI</b>	-----	Sensitive Compartmented Information
<b>SEA</b>	-----	Senior Enlisted Advisor (unit level)
<b>SECGRU</b>	-----	Security Group (Naval Security Group and Naval Reserve Security Group)
<b>SECNAV</b>	-----	Secretary of the Navy
<b>SELRES</b>	-----	Selected Reserve
<b>SGLI</b>	-----	Servicemen's Group Life Insurance
<b>SIP</b>	-----	Strategic Implementation Plan
<b>SPAWAR</b>	-----	Space and Naval Warfare Systems Command
<b>SSO</b>	-----	Special Security Officer
<b>TIR</b>	-----	Time in Rate
<b>TNPQ</b>	-----	Temporarily Not Physically Qualified
<b>UA</b>	-----	Unauthorized Absence
<b>UCMJ</b>	-----	Uniform Code of Military Justice
<b>UMR</b>	-----	Unit Monthly Report
<b>USNR</b>	-----	U.S. Naval Reserve
<b>URG</b>	-----	Unit Reference Guide
<b>UTS</b>	-----	Unit Training Schedule
<b>VTU</b>	-----	Voluntary Training Unit – SELRES in non-pay billets.
<b>XO</b>	-----	Executive Officer



## Useful Websites

## **Naval Reserve Security Group**

### **Command (NRS GC)**



Bureau of Naval Personnel	<a href="http://www.bupers.navy.mil/">http://www.bupers.navy.mil/</a>
Defense Finance and Accounting Service	<a href="http://www.dfas.mil/">http://www.dfas.mil/</a>
Defense Link	<a href="http://www.defenselink.mil/">http://www.defenselink.mil/</a>
Dept of the Navy Navy Historical Center	<a href="http://www.history.navy.mil">http://www.history.navy.mil</a>
DoD Voluntary Education Program	<a href="http://www.voled.doded.mil">http://www.voled.doded.mil</a>
DoD SSP (Navy Directives)	<a href="http://www.dodssp.daps.mil/">http://www.dodssp.daps.mil/</a>
Employer Support of Guard and Reserve	<a href="http://www.esgr.org">http://www.esgr.org</a>
Humana Military Health Care Services	<a href="http://www.humana-military.com/">http://www.humana-military.com/</a>
Index of Navy Web Sites	<a href="http://www.chinfo.navy.mil/navpalib/.www/subject.html">http://www.chinfo.navy.mil/navpalib/.www/subject.html</a>
JFTR/JTR Travel Information	<a href="http://www.dtic.mil/perdiem">http://www.dtic.mil/perdiem</a>
Military Assistance Program	<a href="http://dticaw.dtic.mil/mapsite/">http://dticaw.dtic.mil/mapsite/</a>
Naval Air Reserve Force	<a href="http://www.navy.mil/navresfor/navair">http://www.navy.mil/navresfor/navair</a>
Naval Bases and Air Stations	<a href="http://www.chinfo.navy.mil/navpalib/bases/navbases.html">http://www.chinfo.navy.mil/navpalib/bases/navbases.html</a>
Naval Enlisted Reserve Association	<a href="http://www.nera.org/">http://www.nera.org/</a>
Naval Reserve Association	<a href="http://www.navy-reserve.org">http://www.navy-reserve.org</a>
Naval Reserve Force	<a href="http://www.navres.navy.mil/navresfor/">http://www.navres.navy.mil/navresfor/</a>
Naval Reserve Intelligence Command	<a href="http://www.cnric.org/">http://www.cnric.org/</a>
Naval Reserve Personnel Center	<a href="http://www.nrpcweb.nola.navy.mil/">http://www.nrpcweb.nola.navy.mil/</a>
Naval Reserve Recruiting Command	<a href="http://www.cnrc.com">http://www.cnrc.com</a>
Naval Security Group Command	<a href="http://www.hqcnsq.navy.mil/">http://www.hqcnsq.navy.mil/</a>
Naval Surface Reserve Force	<a href="http://www.ncts.navy.mil/navresfor/navsurf/nvsurf.html">http://www.ncts.navy.mil/navresfor/navsurf/nvsurf.html</a>
Naval Web Sites	<a href="http://www.navy.mil/nol/alpha.html">http://www.navy.mil/nol/alpha.html</a>
Navy Advancement Center	<a href="http://www.advancement.cnet.navy.mil/">http://www.advancement.cnet.navy.mil/</a>
Navy Core Values	<a href="http://www.chinfo.navy.mil/navpalib/traditions/html/corvalu.html">http://www.chinfo.navy.mil/navpalib/traditions/html/corvalu.html</a>
Navy Education and Training	<a href="http://www.cnet.navy.mil/">http://www.cnet.navy.mil/</a>
Navy Electronic Directives System	<a href="http://neds.nebt.daps.mil/">http://neds.nebt.daps.mil/</a>
Navy Exchange System	<a href="http://www.navy-nex.com/">http://www.navy-nex.com/</a>
Navy Memorial	<a href="http://www.lonesailor.org">http://www.lonesailor.org</a>
Navy Retention Center	<a href="http://www.staynavy.navy.mil/">http://www.staynavy.navy.mil/</a>
U.S. Navy	<a href="http://www.navy.mil/">http://www.navy.mil/</a>
Veteran Affairs	<a href="http://www.va.gov/">http://www.va.gov/</a>